Canadian Radio-television and Telecommunications Commission
Conseil de la radiodiffusion et des télécommunications canadiennes

Canada

Access to Information Act

CRTC Annual Report

2017-2018

CRTC.GC.CA

Access to Information & Privacy Coordinator
Canadian Radio-television and Telecommunications Commission (CRTC)
Les Terrasses de la Chaudière
1, Promenade du Portage
Gatineau, Quebec
819-997-4274

Mailing address:
Ottawa, Ontario
K1A 0N2

Or

Toll free: 1-877-249-2782
TTY – Toll free: 1-877-909-2782
Tel: 819-997-0313
TTY: 819-994-0423
Internet Address: http://www.crtc.gc.ca

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Introduction

The Canadian Radio-television and Telecommunications Commission (CRTC) is pleased to present its Annual Report to Parliament, in accordance with section 72[1] of the *Access to Information Act* (the Act). The report describes the activities that support compliance with the Act for the fiscal year commencing April 1, 2017 and ending March 31, 2018.

The Purpose of the *Access to Information Act*

Section 2 of the Act provides Canadians with a right of access to federal government records under the control of a government institution. The Act further states that it is intended to complement and not replace existing procedures for access to government information, and is not intended to limit in any way access to the type of government information that is normally available to the general public.

CRTC Mandate and Responsibilities

The CRTC is an administrative tribunal within the Government of Canada that is responsible for regulating and supervising Canada's communication system in the public interest.

The CRTC operates under a number of legislative authorities and Acts of Parliament. These include the following: the *CRTC Act*, the *Bell Canada Act*, the *Broadcasting Act*, the *Telecommunications Act*, *Canada's Anti-Spam Legislation* (CASL) and the *Canada Elections Act*, which includes provisions that established the Voter Contact Registry (VCR).

At the heart of our mandate is the duty to serve the public interest by putting Canadians at the centre of the communication system. To this end, our role encompasses consulting Canadians on communication issues of importance to them, dealing with the many applications we receive by making decisions and rules, responding to enquiries and complaints, as well as reporting to Canadians on the progress and outcomes of our work. The CRTC promotes and enforces compliance with its regulatory policies and decisions. It encourages and facilitates industry co-regulation and self-regulation through consultations, committees and working groups with various industry stakeholders. The CRTC also plays a key role in resolving industry disputes. Finally, in the current dynamic and evolving communication environment, the CRTC collaborates with various domestic and international stakeholders to leverage capacity and intelligence on a host of interrelated policy issues and questions.

The CRTC delivers its mandate from offices in the National Capital Region and regional offices throughout Canada.

Administration

The CRTC's Access to Information and Privacy (ATIP) Office is located within the Information Management section of the Information Management and Information Technologies Directorate.

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[1] As stated in subsection 72(1) of the *Access to Information Act*, "The head of every government institution shall prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year." *Access to Information Act* R.S., 1985, Chapter A-1.

The activities of the ATIP Office include:

- receiving and processing requests in accordance with the Act;
- promoting awareness of the Act within the Commission;
- preparing the annual reports to Parliament, the annual statistical report and maintaining the Department's *Info Source* chapter;
- monitoring Commission compliance with the Act; and
- providing professional advice and guidance to senior management and all Commission staff on the Act.

The ATIP Office uses the AccessPro Case Management system and an imaging and electronic redaction software solution, AccessPro Redaction. The Office works closely with 14 departmental ATIP liaison officers who are appointed by the sectors. The liaison officers are responsible for ensuring that requests tasked to their groups are handled promptly and that relevant records are forwarded to the ATIP Office on time.

Delegation Order

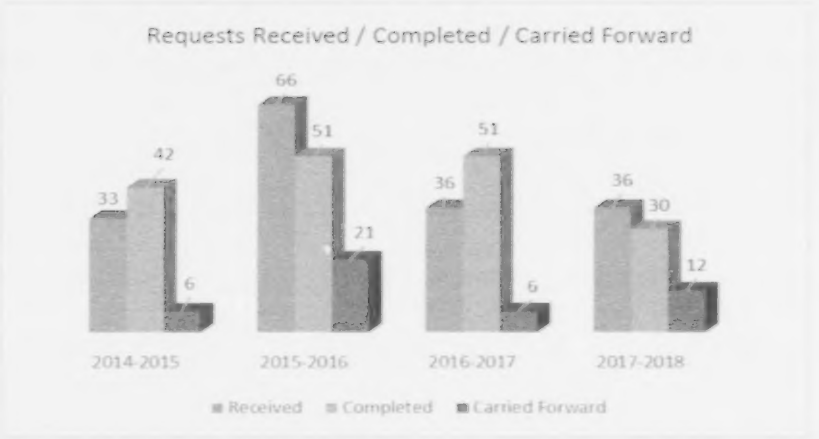
Decision-making responsibility for the application of the various provisions of the *Access to Information Act* has been formally established and is outlined in the Delegation Order approved by the Chairperson and CEO of the CRTC on September 6, 2017. A copy of the Delegation Order is in Appendix A of this Report.

2017-2018 Statistical Report: Interpretation

Part 1: Requests under the *Access to Information Act*

1.1 Number of requests

The CRTC ATIP Office carried forward 6 requests from 2016-2017 and received 36 new requests in fiscal year 2017-2018 for a total of 42 requests. The numbers are comparable to the previous reporting year where 21 requests had been carried forward from 2015-2016 and 36 new access requests were received in fiscal year 2016-2017. Overall 42 access requests were processed in the last fiscal year, which represents a decrease from the previous fiscal year of 26%. A total of 30 ATI requests were closed and 12 requests were carried forward to the new fiscal year.



1.2 Source of requests

The three most significant categories of requesters by number of requests received were public with 16; business with 9; and organizations with 8. There was an increase of 33% in the number of requests from the public compared to the previous fiscal year.

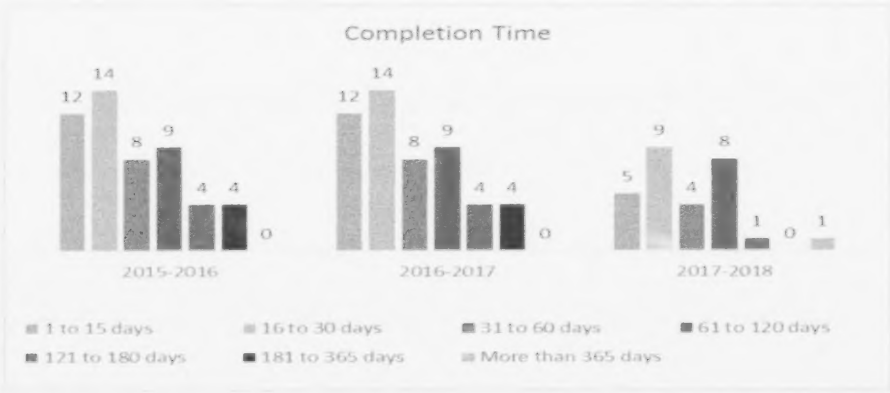
1.3 Informal requests

The number of informal requests increased from the previous fiscal year, with a total of 23 informal requests processed in 2017-2018. Informal requests are made on the basis of the posted summaries of ATI releases, which are available on the CRTC website. This number is the highest seen at the CRTC since 2012-2013, when 24 informal requests were processed.

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Of the 30 requests completed in the reporting period, 14 were closed within 30 days, compared to the previous reporting year when 26 were closed within 30 days. 87% of all requests were closed within the first 60 days, while the percentage last fiscal year was 60%. The 7% of requests that were closed in 121 days or more is indicative of the high volume of records and complexity of files processed by the CRTC during the reporting period, which is explained further in section 2.5 of this report.

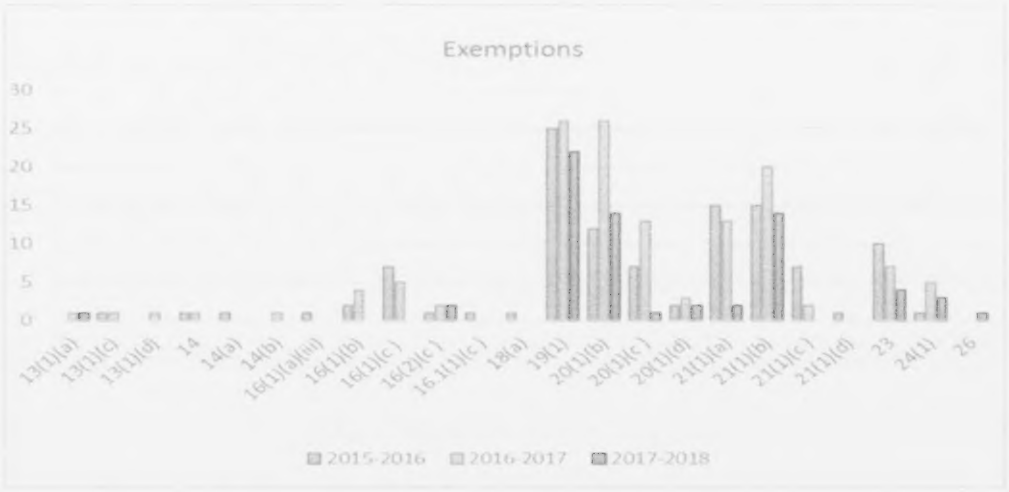


With respect to disposition, 23 of the CRTC's releases were fully disclosed or disclosed in part (77% of the total requests closed). No records existed in response to 3 requests (10% of the total requests closed), and 3 requests (10% of the total requests closed) were abandoned. All records were exempted or excluded in response to 1 request (3%).

2.2 Exemptions

Sections 13 through 24 of the Act set out the specific and limited exemptions that may be applied to protect information pertaining to a particular public or private interest. Section 26 of the Act is an administrative exemption relating to the publication of information.

The CRTC makes every effort to disclose as much information as possible and uphold both the spirit of the Act and the severability provision of section 25. The majority of the exemptions invoked by the CRTC fell under three sections of the Act: section 19 (mandatory exemption), which protects personal information, was used in 22 different files, section 21 (discretionary exemption), which is related to the government operations, was used in 14 different files and section 20 (mandatory exemption), which protects a third party's information, was used in 14 different files.



2.3 Exclusions

Paragraph 68(a) specifies that the Act does not apply to published material or material available for purchase by the public. Paragraph 68(a) of the Act was invoked in 1 instance in this fiscal year. This

number does not include files for which the ATIP Office provided web links to enable the requester to find publically available information related to their request.

2.4 Format of information released

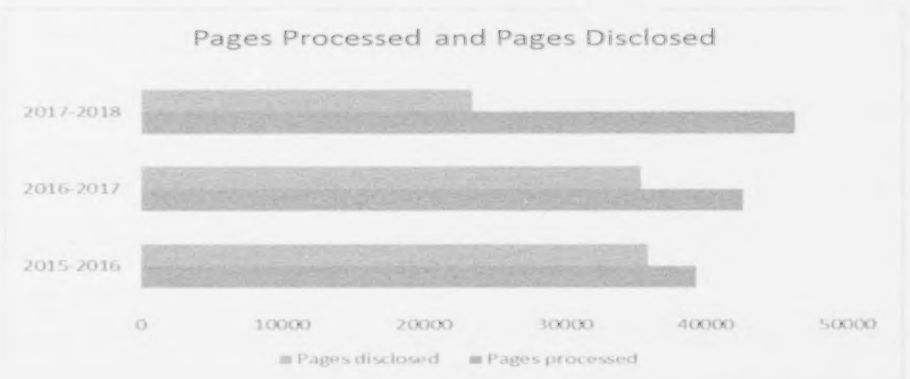
Of the 30 files completed in 2017-2018, 13 were released in electronic format, and 10 were released in paper format. For 7 requests, no records were provided as the requests were either abandoned, generated no results or all records were exempted or excluded.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

In 2017-2018, the CRTC's ATIP Office processed 46,261 pages compared to 42,604 pages in the previous reporting period, representing a 9% increase. This increase is significant when taking into consideration the 41% decrease in the number of processed requests. In 2016-2017, the CRTC disclosed 83% of the processed pages compared to 2017-2018, where 51% of the processed pages were disclosed in the closed files.

The ATIP Office noticed an increasing number of duplicates being provided to the ATIP Office, which required the analysts to review more pages than necessary and resulted in increased time to process the requests. The number of duplicate pages across all closed files was 9,122.



In addition, of all the pages received in the ATIP Office, 17,161 were determined to be not relevant to the request for which they were received. This is in addition to the 46,261 pages mentioned above.

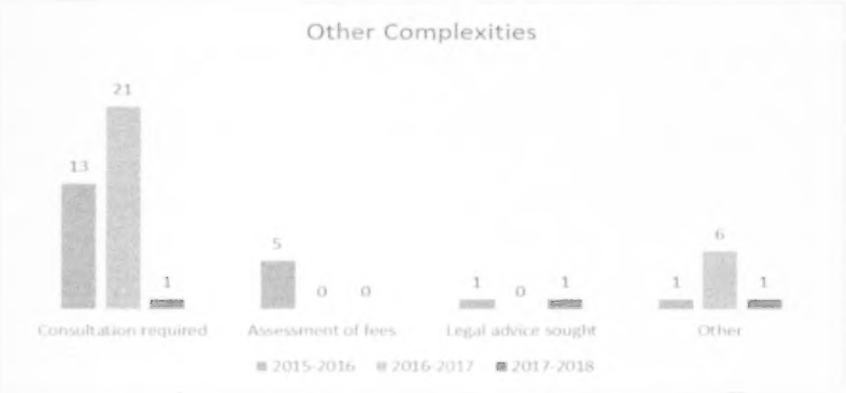
2.5.2 Relevant pages processed and disclosed by size of requests

Of the 30 requests completed during the reporting period, 13 contained less than 100 pages. The average page count for the closed requests was 1,927 pages. In 2016-2017, the CRTC ATIP Office closed 51 files with a total of 42,604 pages with an average page per file count of 835. In 2017-2018, the average page per file count rose by 1,092.

2.5.3 Other complexities

For the purposes of the report, CRTC's ATIP Office used the "Other" designation to track the number of requests where a notice of complaint was filed with the Office of the Information

Commissioner of Canada; a legal opinion was sought; an assessment of fees was undertaken; or a notice pursuant to subsection 28(1)[2] was sent to a third party.

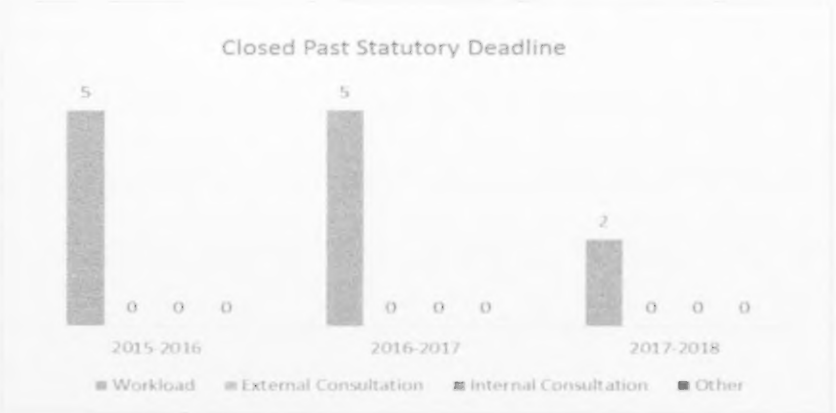


Analysing the table above, we can see a decrease in other complexities among the CRTC Access to Information requests. In 2016-2017, 27 files presented other complexities compared to 15 this fiscal year, a 56% decrease.

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

During the reporting period, 2 requests were closed past the statutory deadline due to heavy workload. However, 94% of requests were closed on time. This demonstrates the CRTC's commitment to ensuring timely access to the records.



[2] 28(1) Where a notice is given by the head of a government institution under subsection 27(1) to a third party in respect of a record or a part thereof, (a) the third party shall, within twenty days after the notice is given, be given the opportunity to make representations to the head of the institution as to why the record or the part thereof should not be disclosed; and (b) the head of the institution shall, within thirty days after the notice is given, if the third party has been given an opportunity to make representations under paragraph (a), make a decision as to whether or not to disclose the record or the part thereof and give written notice of the decision to the third party.

2.6.2 Number of days past deadline

For the 2 files completed past the legislated timeframe, extensions had been taken. One file took 2 days in addition to the extension, and the other took 16 days in addition to the extension.

2.7 Requests for translation

There were no requests for translation made during the reporting period.

Part 3: Extensions

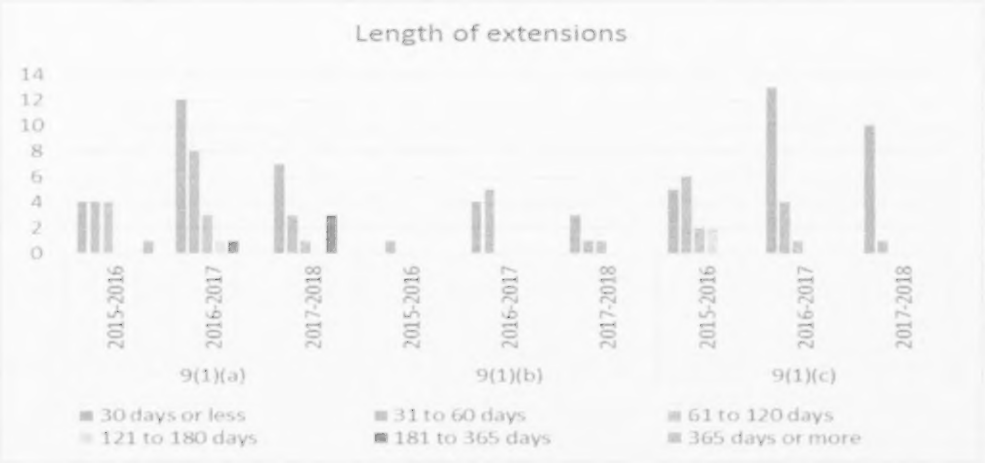
3.1 Reasons for extensions and disposition of requests

Subsection 9(1) of the *Access to Information Act* allows the head of a government institution to extend the initial period under the following three circumstances:

- 9(1)(a): large number of records or requires a search through a large number of records and meeting the original time limit would interfere unreasonably with the institution's operations;
- 9(1)(b): consultation is necessary and it cannot be completed within the 30-day statutory deadline;
- 9(1)(c): notice is given to a third party under subsection 27(1) of the *Access to Information Act*.

3.2 Length of extensions

A total of 30 extensions were taken on requests closed during the reporting period.



When taking an extension beyond 30 days, the ATIP Office notifies the requester as well as the Office of the Information Commissioner of Canada (OIC).

Part 4: Fees

This section reports on all fees collected, waived and refunded for the requests **received or closed** during the reporting period. Application fees were collected for 26 requests during the reporting period. Of the ten remaining files, fees were waived on four, one was received at the Commission as a result of a transfer and the application fee was processed at the initial receiving Institution, three were abandoned and two were treated informally.

Part 5: Consultations Received from Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

The CRTC received 37 new consultations within the reporting period and had two consultation requests carried over from the previous fiscal year. Thirty-nine requests were processed, including the two which were outstanding from the previous reporting period. A total page count of 2,588 were reviewed. No consultation requests remained open at the end of the reporting period. This represents an increase of 15% in the number of requests and a 45% increase in the number of pages reviewed compared to the previous reporting period.

5.2 Recommendations and completion time for consultations received from other Government of Canada Institutions

For the majority of consultations, the ATIP Office was able to provide a response within 15 days; the remaining responses were provided within 60 days.

5.3 Recommendations and completion time for consultations received from other organizations

No consultations were received from other organizations.

Part 6: Completion Time of Consultations on Cabinet Confidences

No consultations on Cabinet Confidences were necessary during the reporting period.

Part 7: Complaints and Investigations

Three new complaints were received from the Office of the Information Commissioner of Canada. During the reporting period, four complaints were closed. At the end of the reporting period, four complaints remained open. The CRTC ATIP Office is committed to resolving these complaints.

Part 8: Court Action

The CRTC was not involved in Federal Court cases regarding ATIP during this reporting period.

Part 9: Resources Related to the *Access to Information Act*

When at full strength, the CRTC ATIP Office is resourced with 5 indeterminate employees, 3 of whom are devoted full-time and two part-time, to activities related to the Act. This equates to 4 FTEs devoted to activities related to the Act. However, due to unforeseen circumstances and staff turnover, the positions were staffed to an equivalent of 3.225 FTEs for the 2017-2018 fiscal year.

During 2017-2018, the ATIP Office incurred an estimated $196,386 in salary costs for the processing of requests received pursuant to the *Access to Information Act*. The ATIP Office also incurred an additional $590 in administrative costs to administer the Act. These costs do not include the resources expended by the program areas of the CRTC to meet the requirements of the Act.

Training

Over the course of the 2017–2018 fiscal year, several training sessions were offered to CRTC employees and management. The ATIP Office held 6 bilingual sessions. Approximately 140 of the 450 CRTC employees attended the sessions, which represents 31% of staff. The ATIP Office continues to promote the roles and

responsibilities of all public servants relating to the *Access to Information Act* and is continuously meeting with individuals to provide one-on-one support.

The CRTC intranet, which is accessible to all employees, includes a section that describes the ATIP Office's roles and responsibilities and provides information on the *Access to Information Act* and related Commission policies and procedures. Following the implementation of a new process for treating Access to Information requests in 2017-2018, the ATIP Office updated its policy documents on the intranet.

Policies, Guidelines and Procedures and Initiatives

Info Source is a series of publications containing information on the Government of Canada and on the government's data collection activities. Info Source is intended to help the public access government information and to exercise their rights under the *Privacy Act* and *Access to Information Act*.

Each year, the ATIP Office prepares updates on the CRTC's activities and information holdings for publication in Info Source, which is published on the Commission's website. During 2017-2018, the Commission continued to revise its Info Source chapter based on the Strategic Outcomes and Program Alignment Architecture.

The CRTC's comprehensive website provides information on the Commission's policies, its organizational structure and the means to contact Commission officials. In accordance with the federal government's policy on proactive disclosure, the CRTC's website also provides access to travel and hospitality expenses, contracts and grants and contributions.

Summary of Key Issues and Actions Taken on Complaints or Audits

Four complaints were carried forward from 2016-2017. One was filed in 2013-2014 and was discontinued in September 2017, and three were filed in 2016-2017 two of which were discontinued not long after receipt. In the course of the 2017-2018 reporting period, three additional complaints were received.

The Office of the Information Commissioner of Canada filed four results of findings during the reporting year, all of them discontinuing the complaints following the complainant's request.

Monitoring Compliance

The CRTC is committed to responding to every ATI request completely and in a timely matter. Therefore, the ATIP Office meets as a group weekly to review priorities and any potential issues. In addition, the ATIP Coordinator meets weekly with each of the analysts to review on-time performance and with the Office of the Secretary General to provide a briefing on the status of the open files. In turn, the Secretary General raises any files of concern at the Executive Committee meeting. This committee includes the Deputy Head and all of the sector heads that report directly to him.

Appendix A: Delegation Order

Conseil de la radiodiffusion et des télécommunications canadiennes | Canadian Radio-television and Telecommunications Commission

***Access to Information Act* Delegation Order**

I, the undersigned, Chairperson and Chief Executive Officer of the Canadian Radio-Television and Telecommunications Commission (CRTC), pursuant to section 73 of the ***Access to Information Act****, hereby designate the person or persons holding the position or positions set out in the schedule hereto to exercise and perform the powers, duties and functions of the Chairperson and Chief Executive Officer, as the head of the government institution, under the sections of the Act set out in the attached schedule for each position.

This Delegation Order supersedes all previous Delegation Orders with respect to the CRTC, or any portion thereof.

Mr. Ian Scott
Chairperson and Chief Executive Officer

06/09/17
Date

*R.S.C. 1985, Ch. A-1

SCHEDULE

Access to Information Act Designation Order

Position	**Sections of *Access to Information Act***
1. Secretary General	7, 8(1), 9, 10, 11, 12(2), 12(3), 13(1), 13(2), 14, 15(1), 16, 17, 18, 19, 20, 21, 22, 23, 24(1), 25, 26, 27, 28, 29, 33, 35(2), 37, 43(1), 44(2), 52, 68, 69, 71, 72(1).
2. ATIP Coordinator	7, 8(1), 9, 10, 11, 12(2), 12(3), 13(1), 13(2), 19, 20, 21, 22, 23, 24(1), 25, 26, 27(1), 27(4), 28, 29, 33, 35(2), 37, 43(1), 44(2), 68, 69, 71, 72(1)

Canada

Appendix B: Statistical Report

Government of Canada / Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: CRTC

Reporting period: 2017-04-01 to 2018-03-31

Part 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	36
Outstanding from previous reporting period	6
Total	42
Closed during reporting period	30
Carried over to next reporting period	12

1.2 Sources of requests

Source	Number of Requests
Media	3
Academia	0
Business (private sector)	9
Organization	8
Public	16
Decline to Identify	0
Total	36

1.3 Informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
19	1	3	0	0	0	0	23

Note: All requests previously recorded as "treated informally" will now be accounted for in this section only.

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
All disclosed	2	0	0	0	0	0	0	2
Disclosed in part	0	7	4	8	1	0	1	21
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	2	1	0	0	0	0	0	3
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	7	9	4	8	1	0	1	30

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	2	18(d)	0	21(1)(a)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	14
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	22	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	4
15(1) - Def.*	0	16.3	0	20(1)(b)	14	24(1)	3
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	1
18(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1		
18(1)(a)(ii)	0	16.5	0	20(1)(d)	2		
18(1)(a)(iii)	0	17	0				
18(1)(b)	0						
18(1)(c)	0						
18(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(a)	1	69(1)	0	69(1)(g) re (a)	0
69(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
69(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
69.1	0	69(1)(c)	0	69(1)(g) re (d)	0
69.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
69.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	2	0	0
Disclosed in part	8	13	0
Total	10	13	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	9	8	2
Disclosed in part	46250	23419	21
All exempted	1	0	1
All excluded	0	0	0
Request abandoned	0	0	3
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
Disposition	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	2	9	0	0	0	0	0	0	0	0
Disclosed in part	7	161	8	1290	4	1449	2	2842	2	17697
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	13	169	8	1290	4	1449	2	2842	2	17697

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	13	0	1	1	15
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	13	0	1	1	15

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
2	2	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	1	1
16 to 30 days	0	1	1
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	2	2

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	14	0	5	11
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	14	0	5	11

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	7	0	3	10
31 to 60 days	3	0	1	1
61 to 120 days	1	0	1	0
121 to 180 days	0	0	0	0
181 to 365 days	3	0	0	0
365 days or more	0	0	0	0
Total	14	0	5	11

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	25	$110	4	$5
Search	0	$0	0	$0
Production	0	$0	0	$0
Programming	0	$0	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	0	$0	0	$0
Total	25	$110	4	$5

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	37	0	0	0
Outstanding from the previous reporting period	2	0	0	0
Total	39	0	0	0
Closed during the reporting period	39	0	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	31	3	0	0	0	0	0	34
Disclose in part	2	0	2	0	0	0	0	4
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	1
Total	34	3	2	0	0	0	0	39

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
4	0	0	4

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the *Access to Information Act*

9.1 Costs

Expenditures		Amount
Salaries		$195,796
Overtime		$0
Goods and Services		$590
• Professional services contracts	$0	
• Other	$590	
Total		$196,386

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	3.00
Part-time and casual employees	0.23
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	3.23

Note: Enter values to two decimal places.